



# Aquatics Manager (Seasonal)

## Announcement # M-81211

**Salary: \$12.50 - \$15.50 per hour      Series/Grade: NF 0189 03**

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

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**LOCATION: NAVY RECREATION CENTER SOLOMONS**

**OPENS: January 07, 2011**

**CLOSES: Until Filled**

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**AREA OF CONSIDERATION: ALL SOURCES**

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**SEASONAL FLEXIBLE POSITION (0 – 40 HOURS PER WEEK)**

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**HOW TO APPLY:** Download forms on <http://www.cnic.navy.mil/NDW/About/Jobs/>. Submit **ALL** required forms to: Fleet and Family Readiness Program, Attn: HR Office, 47402 Buse Road - Bldg. 467, Patuxent River, MD 20670. *A résumé may be included with the required forms, but NOT in place the OF-612 and OF-306.* Direct inquiries to: 301-342-7656.

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**IMPORTANT: MUST SUBMIT CURRENT ACTIVE WATER SAFETY INSTRUCTOR CERTIFICATION WITH YOUR APPLICATION. FAILURE TO DO SO WILL PREVENT YOUR APPLICATION FROM BEING CONSIDERED.**

### **DUTIES AND RESPONSIBILITIES:**

Responsible for the day to operations of an outdoor pool and a non-surf beach. The incumbent will ensure that the personnel assigned to the pool and beach perform their duties in compliance with regulations and instructions outlined in applicable manuals; responsible for conducting in progress work reviews of personnel and required records. Reviews and submits, in timely manner; work schedules and leave slips to the supervisory recreation specialist for approval. Responsible for and initiating rescue and recovery efforts, contacting medical personnel and performing first aid services when necessary. Ensures that all lifeguards and instructors attend continuous training programs and that all can execute emergency action plans. Responsible for ensuring that all maintenance work required for seasonal facility upkeep, water chemical testing, pool vacuuming, filtration, facilities equipment inspection including stands, boards, ropes, safety gear and conditions of dressing rooms, ensuring that they are within the scope required by environmental health standards. The incumbent is responsible for the save and efficient operation of the aquatics facilities. Ensures that all rules and regulations pertaining to the pool and beach are posted and observed as outlined in applicable regulations. Administer written and practical water safety tests to ensure the qualifications of lifeguards and instructors assigned to the swimming pool and beach. Will be technically and administratively responsible for all levels of youth and adult water safety instructional programs. Supervises the lifeguards, instructors and cashier personnel that may be assigned to the aquatics program. Will monitor the handling of funds through ticket sales and insure that daily activity reports (DARS) are properly submitted. Explains work procedures and work schedules. Ensures proper work performance levels are met in both quality and quantity. Will evaluate job performance and submit completed job performance evaluations to the supervisory recreation specialist for approval.

### **QUALIFICATIONS:**

A minimum of two years experience in recreational activities preferably at a supervisory level in water sports, pools and related aquatic activities. A current American Red Cross certification of Water Safety Instruction is required. Knowledge of pool water chemistry. Must be able to enforce the safety requirements as it relates to each activity and the ability to enforce such requirements as warranted. Incumbent must demonstrate an ability to speak effectively about the program. Must be able to obtain access to base computer system, if applicable.

### **SPECIAL REQUIREMENTS:**

This position is subject to completion of a satisfactory background check.

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**Visit our web site: <http://www.cnic.navy.mil/NDW/About/Jobs/>**

**Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified**

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

***As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.***

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

**Visit our web site: <http://www.cnmc.navy.mil/NDW/About/Jobs/>**